

## APPLICATION PACKAGE INFORMATION

This Application Package explains how to apply for the competitive Community Development Funds I and II, including information on what to submit, deadlines, special eligibility standards, and the application review processes. Additional information on these programs can be found in the One Year Action Plan and should be read first. *The One Year Action Plan takes precedence over language in all program components within this Application.*

The Department of Housing and Community Development provides technical assistance to cities and towns interested in applying to the Mass. CDBG program. Applicants are strongly encouraged to call program staff with questions. Municipal officials or their designees are welcome to come to DHCD's offices at One Congress Street, 10th Floor, Boston, to meet with staff. In addition, Technical Assistance Memos are available for interested applicants. These documents describe design options and the regulations governing projects. To schedule an appointment, or to request a Technical Assistance Memo, call (617) 727-7001, extension 446 or e-mail [Maria.Ferrario@state.ma.us](mailto:Maria.Ferrario@state.ma.us)

### APPLICATION SUBMISSION

For Federal Fiscal Year 2004

#### Community Development Funds I and II

##### Mini-Entitlement Program

Community Development Funds I and II are competitive programs. The Community-Wide Needs Score, a statistical needs score assigned to each community, determines whether a community may apply under the CDF I or CDF II program components.

Mini-Entitlements that meet the timely expenditure threshold at the time of application will have the option of either applying non-competitively for the \$600,000, or alternately, applying competitively for up to \$800,000. Applicants must indicate on the application cover sheet which option they are selecting.

**Applications are due by 5:00 PM or the close of business on Tuesday, January 13, 2004.**

Applications must be addressed as follows:

**Mass. CDBG  
Department of Housing and Community Development  
Division of Municipal Development  
One Congress Street, 10th Floor  
Boston, MA 02114**

**Communities must submit one (1) original and three (3) copies of their application by the submittal deadline. Please provide two (2) Application Cover Sheets. All pages in the application should be numbered. In order to conserve resources, only two copies need to be in a three ring binder, the other two should be either stapled or bound by a large clip. Please be sure to include your Contact's E-Mail address on the Cover Sheet.** (Please note scored questions have page limitations.)

#### **APPLICATION TRAINING AND TECHNICAL ASSISTANCE**

Mass. CDBG typically offers training workshops and ongoing technical assistance throughout the application period. Workshop locations, dates and times have been distributed to communities. Please check our Web site at [www.mass.gov/dhcd](http://www.mass.gov/dhcd) for the latest information about the dates and location of the workshops. We *strongly recommend* that if a municipality plans to apply for a CDF I, CDF II, or Mini-Entitlement grant, a representative should attend one of the workshops or speak with a Mass. CDBG Community Representative. A presentation will be given on general program information, CDBG requirements, and competitive guidance. In addition, staff will be available to discuss potential projects. Local officials or their designees are welcome to examine previously funded applications in Mass. CDBG's offices in Boston. Experience shows that communities that seek DHCD assistance are generally more competitive than those that do not.

It is extremely important for municipalities to understand that because the grant programs contained in this application are competitive, *Mass. CDBG does not discuss applications with local officials or their agents after the respective application deadline.* Therefore, please be sure that your application is complete.

The Commonwealth is not responsible for a recipient's grant management. Every municipality that receives a Mass. CDBG award is responsible for hiring qualified staff or consultants, supervising these individuals and ensuring that grant programs are implemented in accordance with federal, state and, where applicable, local requirements. Chief elected officials or executive officers in municipalities considering a Mass. CDBG application should determine how much additional staff capacity will be needed to implement the grant, and then either budget for qualified personnel in the application or provide for compensation from locally appropriated resources. For further information see Management Plan.

DHCD will not review draft applications to Community Development Block Grant programs. However, staff will answer questions about project development, federal requirements, and CDBG compliance issues. If you want to talk to a Community Representative or make an appointment to review previously funded applications, call (617) 727-7001, ext. 446 or e-mail [Maria.Ferrario@state.ma.us](mailto:Maria.Ferrario@state.ma.us)

## **MASS. CDBG ELIGIBLE PROJECTS**

Mass. CDBG grants can fund any project that is eligible under federal statute in Title I of the 1974 Housing and Community Development Act, as amended. The table on the following two pages contains a chart of eligible projects. Traditionally, communities use Mass. CDBG resources to carry out the following types of programs or projects. This is only a partial list.

**Housing assistance:** rehabilitation of substandard dwelling units, lead paint abatement, first-time homebuyer counseling, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.

**Economic development:** technical assistance and loans to small companies and microbusinesses, improvements to commercial and industrial properties, development of small business incubators, infrastructure to support economic growth, sign and facade improvements.

**Public facilities:** senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low and moderate income persons.

**Infrastructure:** reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.

**Public social services:** day care subsidies, substance abuse counseling, community policing, elder services, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses, and other predominantly low and moderate income clientele.

**Planning Projects:** planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

The complete list of eligible projects in Appendix A reveals the flexible design of the Community Development Block Grant program. *However, a project retains its eligibility only if it meets one of the three national objectives of the CDBG program.* They include projects which (a) benefit low and moderate income persons; (b) prevent or eliminate conditions of slums or blight; or (c) address an urgent or critical community need. **If it is not clear that the project as presented can meet a National Objective, then the project cannot be funded** regardless of its inclusion on the eligibility list. Detailed information about national objectives, including minimum compliance documentation, begins on page 70 of this Application Package.

**MASS. CDBG ELIGIBLE PROJECTS**  
**Selecting Project Packets for Proposed Programs or Projects**  
**(Refer to Appendix A for listing of eligible activities)**

<b>Project Cover Sheet</b>	<b>For these types of projects</b>	<b>Statutory references (see Appendix A)</b>
Architectural Barrier Removal	Removal of material or architectural barriers in buildings, streets or sidewalks, and parks, etc. In order to make programs and services accessible.	105(a)(5)
Assistance to for-profit entities	Loans programs for small (but not micro, i.e., 5 or fewer employees) businesses, whether administered by public or non-profit organizations.	105(a)(17)
Commercial Rehabilitation	Projects that assist commercial property owners to improve their store-fronts, including signs.	105(a)(4)
Demolition/Clearance	Demolition/clearance projects. If the scope of a planned project is acquisition/rehabilitation, then use the packet appropriate to the type of rehabilitation involved (e.g., Commercial or Housing).	105(a)(2); 105(a)(4)
Housing Rehabilitation	Loans or grants to rehabilitate substandard housing, whether occupied by low and moderate income homeowners or tenants; includes cost of temporary relocation of income-eligible households.	105(a)(4)
Other Housing	First-time homebuyer assistance; rehabilitation of existing structures for use as shelters, SRO's, single site housing rehabilitation, transitional housing, etc.; site improvements to publicly-owned land to enable the property to be used for the new construction of housing; code enforcement; substantial reconstruction.	105(a)(25); 105(a)(24); 105(a)(21); 105(a)(19); 105(a)(6); 105(a)(15);
Infrastructure	Projects to upgrade existing or construct new infrastructure, such as streets, sidewalks, drainage, water, sewer, commercial or industrial improvements.	105(a)(2)
Microenterprise Assistance	Loans, technical assistance, marketing, business support services exclusively for microbusinesses, defined as a business with 5 or fewer employees, 1 or more of whom owns the business; use of CDBG funds to administer microloan programs capitalized with non-CDBG resources.	105(a)(22)

Planning	Pre-development planning, market analyses, planning required to develop social service or housing activities that will be carried out in future years, urban design studies; but not engineering or architectural services that are directly connected with a construction project included in the FY 2002 application (such services are a project cost, not a planning-only activity).	105(a)(12); 105(a)(16)
Public Facilities	Such as senior centers, neighborhood facilities, youth centers, parks and playgrounds, other facilities serving a public purpose, whether carried out by a public or non-profit organization. Do not use this packet for architectural barrier improvements to public or non-profit-owned buildings.	105(a)(2)
Public Social Services	Provision of public social services such as day care, job training, housing counseling, services for the elderly, etc.; and social services designed to support owners or developers of microbusinesses.	105(a)(8); special rules apply under 105(a)(15) and 105(a)(22)

## **APPLICATION REVIEW PROCESS**

The Application Review process is designed to ensure that Massachusetts Community Development Block Grant funds are awarded to communities for projects that meet all threshold requirements, have demonstrated significant needs and will have a substantial impact. The application contains the evaluation criteria that will be used to score the application. The evaluation criteria can be found within each scored question. The application also contains explicit information about how national objective and other threshold requirements must be met for various types of projects. Carefully consider the evaluation criteria while writing the grant proposal.

Each project will be evaluated to determine whether the proposed projects meet all Mass. CDBG threshold tests. Failure to meet any one of these tests eliminates the project from review and it will not be scored. **Projects which do not meet the threshold for Feasibility will not be scored further or averaged with other projects which meet the Feasibility threshold.** The application is evaluated on the information it contains.

Projects meeting all threshold tests are fully reviewed and scored by two reviewers. Scoring is based on a reviewer's determination whether the answer, *substantially meets*, *partly meets* or *substantially does not meet* the criteria. Each of the component questions in an application will be scored in accordance with the description contained in the One Year Action Plan and the criteria included in the project packet questions. Once initial reviews have been completed, reviewers meet with review team leaders to discuss applications and reach consensus on scoring. DHCD reserves the right to conduct site visits and or verify information from state, federal or other entities. Reviewer scores are averaged and rounded to achieve final scores.

A single-purpose application (one project) will receive a Project Need, Feasibility and Impact score that is based on the score for the one project included in the grant proposal. For applications with several projects, the final score for Project Need, Project Feasibility, and Project Impact (up to 55 points) is calculated by averaging scores of all projects that met thresholds and were therefore reviewed and scored. To be considered for funding, projects must meet all threshold criteria and must receive 33 out of 55 points in Project Need, Project Feasibility, and Project Impact. For example:

<b><u>Proposed Project</u></b>	<b><u>Feasibility</u></b>	<b><u>Individual Project Score</u></b>	<b><u>Overall Project Score</u></b>	<b><u>Fundable</u></b>
Housing Rehabilitation	Yes	37	37	Yes
Public Social Services	Yes	32	32	No
Economic Development Infrastructure	No			
Streets	Yes	55		Yes
Water line	Yes	40 (95 / 2 =)	48	Yes
Subtotal Project Scores			117	
Total Project Need, Feasibility and Impact Score (117 / 3 =):			39	

In addition to specific project proposals, readers also score responses to Community Needs and Community Impact. As a result, the total available for Community Needs, Project Need, Project Feasibility, Project Impact, and Community Impact is 75 points.

In addition to specific project proposals, readers also score responses to Community Needs and Community Impact. As a result, the total available for Community Needs, Project Need, Project Feasibility, Project Impact, and Community Impact is 75 points.

The only part of the application that readers do not score is Community-Wide Needs, which applies only to CDF I. Statistical need scores are all compiled and reported by Mass. CDBG. See Exhibits 3 and 4 in the FY 2004 Draft One Year Plan.

The entire review process takes up to three months, depending on the number of applications received.

## **GRANT ADMINISTRATIVE GUIDANCE**

Municipalities may propose one or more projects in an application. Applicants may also include requests for funds to cover both administration and program delivery costs, as follows:

### **General Administration**

*Up to 18%* of the total grant amount can be used for general administrative expenses. These include such personnel costs as financial/secretarial support and a grant manager to oversee program operations; and certain non-personnel expenses such as telephone, copying charges, an audit and other "overhead" types of costs.

### **Program Delivery**

The cost of delivering a program service, such as the time spent by a housing rehabilitation specialist to inspect dwelling units, develop work write-ups, obtain bids for homeowners, and supervise construction work, is a program delivery cost which is not included in the general administration cap of 18%. The same would be true for that portion of an economic development specialist's time spent providing direct technical assistance to small businesses, including when that technical assistance is part of the service provided by a small business loan program. These costs must be included into the overall program cost.

### **Grant Preparation Costs**

If a municipality (or group of municipalities) has not received a Mass. CDBG grant in prior years, up to \$6,000 for grant preparation can be charged as an allowable expense to the grant. For all other communities the maximum allowable expense for grant preparation is \$3,000. During application development, technical assistance is available to guide local officials in determining appropriate costs.

### **Determining Reasonable Administrative Costs**

The Administrative and Program Delivery Cost budget forms provided in this Application Package are designed to allocate grant management charges between general administration and service delivery costs. Appendix F provides guidance for salary ranges for grant management positions typically funded by Mass. CDBG. However, grantees have the ability to perform grant responsibilities through municipal staff or a sub-contractor. In any case, a city

or town assumes the responsibility, through its Procurement Officer, of conducting procurement in accordance with applicable federal and state requirements. It is ultimately the responsibility of the Municipal Procurement Officer to establish procedures and monitor procurement operations to ensure that procurements are done properly.

**Grant Awards and Administrative Costs**

DHCD reserves the right to increase or decrease the award of funds for a program when either the delivery or general administration costs are insufficient or unreasonably high. Further, as we monitor a grant for federal compliance, municipalities must maintain sufficient documentation to show that costs charged to a program were actually service-related and not overhead or general administration-related. In any case it will be the grant recipient's burden to prove the reasonableness and eligibility of program delivery costs in both the application, and later, in actual practice.



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## APPLICATION INSTRUCTIONS AND CHECKLIST

This part of the Application Package includes all of the forms and narrative needed to produce a complete application. Each form is preceded by specific instructions. Please provide a table of contents of the application.

*There are page limitations for responses to Community Needs, Community Impact as well as project Packets. They are as follows:*

- *Community Needs/Community Impact – single applicant – 2 pages. Joint/Regional applicants – 3 pages.*
- *Project Packets – 7 pages.*

**A completed Application Package includes the following:**

<b>FORMS, SPECIFICATIONS FOR PLANS AND NARRATIVES</b>	<b>CDF I and II, and competitive Mini-Entitlement applications</b>	<b>Mini-Entitlement applications (non-competitive)</b>
<input type="checkbox"/> 1. Application Cover Sheet	Required	Required
<input type="checkbox"/> 2. Joint Application Authorization Form	Required	Required
<input type="checkbox"/> 3. Timely Expenditure Standard Threshold	Required	Required
<input type="checkbox"/> 4. Community-Wide Needs Form	Required	Not required
<input type="checkbox"/> 5. Community Development Strategy	Required	Required
<input type="checkbox"/> 6. Community Needs (Narrative) (10 points)	Required	Not required
<input type="checkbox"/> 7. Community Impact (Narrative) (10 points)	Required	Not required
<input type="checkbox"/> 8. Project Packets (Cover Sheet, Budget, and Narrative)	Required	Required+
Threshold Questions (not scored) including:		
<input type="checkbox"/> National Objective	Required	Required
<input type="checkbox"/> Project Eligibility	Required	Required
<input type="checkbox"/> Senior Center Documentation	Required*	Required*
<input type="checkbox"/> Economic Development Eligibility	Required*	Required*
<input type="checkbox"/> Public Social Service Eligibility	Required*	Required*
<input type="checkbox"/> Planning Consistency	Required	Required
Three Scored Questions:		
<input type="checkbox"/> Project Need (20 points)	Required	Required+
<input type="checkbox"/> Project Feasibility (20 points)	Required	Required+
<input type="checkbox"/> Project Impact (15 points)	Required	Required+
<input type="checkbox"/> 9. Implementation and Cash Flow Plan (Form)	Required	Required
<input type="checkbox"/> 10. Management Plan	Required	Required
<input type="checkbox"/> 11. Program Delivery and Administrative Cost Breakdown (Forms)	Required	Required
<input type="checkbox"/> 12. Budget Summary Management Sheet	Required	Required
<input type="checkbox"/> 13. Chief Financial Officer's Certification	Required	Required
<input type="checkbox"/> 14. Displacement of Non-CDBG Funds Certification	Required	Required
<input type="checkbox"/> 15. Anti-Displacement and Relocation Certification	Required	Required
<input type="checkbox"/> 16. Anti-Displacement and Relocation Plan (Summary)	Required	Required
<input type="checkbox"/> 17. Public Hearing Documentation	Required	Required
<input type="checkbox"/> 18. Citizen Participation Plan (Narrative)	Required	Required
<input type="checkbox"/> 19. Program Income Certification	Required	Required
<input type="checkbox"/> 20. Program Income Plan	Required	Required
<input type="checkbox"/> 21. Chief Elected Official Certification	Required	Required
<input type="checkbox"/> 22. Anti-Speculation and Recapture Plan (Narrative)	Required	Required
<input type="checkbox"/> 23. Appendices	Required	Required

+ not scored

\* if applicable

## 1. APPLICATION COVER SHEET (Form): Instructions

- a. At the top of the cover sheet, **check off the grant program to which you are applying.**
- b. **Executive Order 418 Housing Certification**  
Applicants must check the proper box indicating status of **Year Four** certification with Executive Order 418 (E.O. 418): certified, awaiting certification, request for certification attached with application.
  - **Non-competitive** programs (Ready Resource, Massachusetts Community Capital Fund, Bridge Financing Program, Mini-Entitlement, Reserves, and Section 108) require applicants to be certified as in compliance with E.O. 418 according to **Year Four** requirements.
  - **Competitive programs** (Community Development Funds I and II, Housing Development Support Program) will receive bonus points equal to 10% (10 points) of the total of available points (100), if applicants are certified as in compliance with E.O. 418 for **Year Four**. All municipalities participating in a CDF regional application must be certified to receive the additional ten percent (10%).

For more information see the DHCD Web site or contact DHCD.

- c. Enter the **name of the applicant municipality**. If this is a joint application, enter the lead municipality in the "Municipality" space, and the participating towns in the "Joint Municipalities" spaces. Provide the individual's name and organization who prepared the application and who will manage the grant. Provide your city/town mailing address, the name and title of the grant contact person, and the address and telephone number, fax number, and e-mail address of the contact person.
- d. Under **Proposed Projects**, enter the total amount of Community Development Block Grant Funds requested for each type of activity, including program delivery costs. (See page 146 for explanation of Program Delivery Costs.)
  - **Community Economic Development.** Enter the total amount requested for Assistance to For-Profit Entities, Microenterprise Assistance, and Commercial Rehabilitation projects.
  - **Demolition.** Enter the total amount requested for Demolition/Clearance.
  - **Housing Rehabilitation/Other Housing.** Enter the total amount of all Housing Rehabilitation and any Other Housing projects.
  - **Planning.** Enter the total of all projects not included in any other project categories.
  - **Public Facilities/Infrastructure/Infrastructure for Downtown.** Enter the total amount of all Public Facility, Infrastructure and Architectural Barrier Removal projects.
  - **Public Social Services.** Enter the total of all social service projects.

- **General Administration.** Enter the total amount of funds requested for general administration. Do not include program delivery costs in this category.
  - **Application Total.** Enter the total of all projects. Must be the same as on the Budget Summary Form (See Section 11 of Application Package).
- e. The Application Cover Sheet must be **signed by the Chief Elected Official** or by the Chief Executive Officer (if so authorized by the city or town charter). The individual who signs the cover sheet must be the official who is authorized to obligate the city or town to legal contracts. If this is not the Chief Elected Official (i.e., Chairman of the Board of Selectmen or Mayor), furnish the appropriate documentation in an appendix, which verifies the contractual authority of the person who signs the application cover sheet. For joint applications, this would be the Chief Elected Official or Chief Executive Officer in the lead municipality.

The completed Application Cover Sheet must be the first page of the grant application.



## 2. JOINT APPLICATION AUTHORIZATION (Form): Instructions

Municipalities seeking a joint or regional grant, i.e., two or more communities, must submit the Joint Authorization Form. It must be signed by the Chief Elected Official of *every* municipality participating except for the Chief Elected Official of the lead municipality. The Chief Elected Official of the lead municipality signs the Application Cover Sheet. The individual who signs this sheet must be the official who is authorized to obligate the city or town to legal contracts. If this is other than the Chief Elected Official (e.g., Chairman of the Board of Selectmen or Mayor), you must furnish appropriate documentation in an appendix, which verifies the contractual authority of this person.

The Joint Application Authorization Form should be the second page of the grant application.

**Joint Application Authorization Form  
Federal FY 2004 CDBG Applications**

MUNICIPALITY: \_\_\_\_\_

**E. O. 418 Certification - Year Four:**

**Included with application**

☐

Date Certified \_\_\_\_\_

**Awaiting Certification**

☐

**Request attached**

☐

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Typed Name/Title of Chief Elected Official

MUNICIPALITY: \_\_\_\_\_

**E. O. 418 Certification - Year Four:**

**Included with application**

☐

Date Certified \_\_\_\_\_

**Awaiting Certification**

☐

**Request attached**

☐

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Typed Name/Title of Chief Elected Official

MUNICIPALITY: \_\_\_\_\_

**E. O. 418 Certification - Year Four:**

**Included with application**

☐

Date Certified \_\_\_\_\_

**Awaiting Certification**

☐

**Request attached**

☐

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Typed Name/Title of Chief Elected Official

### **3. TIMELY EXPENDITURE THRESHOLD--STANDARDS (For current Mass. CDBG grantees<sup>1</sup>)**

**Timely Expenditure** – In accordance with the FY 2004 Draft One Year Plan, Mass. CDBG requires that lead applicants who have received grants comply with a timely distribution threshold in order to apply for FY 2004 programs. If a joint participant has been a lead grantee in a CDBG grant, that joint participant will be included in the analysis of this threshold. In order to apply for CDBG funding, a community must demonstrate that 30 days prior to any application due date, it has no more than \$600,000 in unexpended CDBG<sup>2</sup> funds for all active grants awarded prior to February 28, 2002.

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<sup>1</sup> Excluding Mass Community Capital Fund grants.

<sup>2</sup> CDBG includes CDF I and II, Mini-Entitlement, HDSP, Ready Resource, and Reserves, but for the purposes of this calculation excludes grants from Massachusetts Community Capital Fund, Section 108 and Bridge Financing Program.



#### **4. COMMUNITY-WIDE NEEDS SCORE**

The Community-Wide Needs Score determines if an applicant applies to Community Development Fund I or to Community Development Fund II. Communities can determine which program they can apply to by referencing the FY 2004 the Draft One-Year Plan.

- An applicant must have a Community-Wide Needs score of 18 or more--out of 25 points-- to apply to the Community Development Fund I program.
- An applicant must have a Community-Wide Needs score of 17 or less-- out of 25 points-- to apply to the Community Development Fund II program.

To obtain a breakdown of the needs scores for one or more communities, submit a written request to:

Department of Housing and Community Development  
Mass. CDBG  
One Congress Street, 10th Floor  
Boston, MA 02114  
or submit a fax request to (617) 727-0133

Mass. CDBG will send a copy to the community's Chief Elected Official when the score breakdown is mailed. Only the lead municipality of a joint or regional application should submit a request for the Community-Wide Needs Score. Regional and joint applications scores are calculated by aggregating the data of the participating communities.

The specific indicators Mass. CDBG uses in developing the Community-Wide Needs Score are shown in Exhibit 4 of the FY 2004 Draft One Year Plan.

#### **5. COMMUNITY NEEDS: 10 points**

**The page length limit for the response to this question is no more than two (2) pages for a single community applicant, and no more than three (3) pages for a joint application.**

Community Needs is a narrative for applicants to explain community-wide or region-wide issues.

Provide a narrative which includes, but is not limited to, such municipal issues as municipal management capacity, municipal finance including stabilization fund and free cash, educational and school issues, capital needs and infrastructure; and community/regional demographics, socio-economic factors, and housing. Communities must utilize the Census 2000 statistical information in response preparation. The narrative must make the connection that these factors and issues and how they translate into community development needs for the community(ies).

The narrative should be no more than two (2) pages for a single municipality applicant, and no more than three (3) pages for a joint application.

**Community Needs will be evaluated on the degree to which:**

- Municipal factors are described and their severity. **(2 points)**
- The severity of the current socio-economic and demographic factors. To document these factors the community must use the 2000 U.S. Census information. **(8 points)**

## **6. COMMUNITY IMPACT: 10 points**

**The page length limit for the response to this question is no more than two (2) pages for a single community applicant, and no more than three (3) pages for a joint application.**

Provide a narrative, which details how the proposed projects will address significant community needs and benefit a substantial number of low to moderate-income persons. Supporting information may be included in the appendix. In addition, applicants should explain how the proposed projects will be integrated with local plans and/or state initiatives and, if applicable, how these projects will result in the completion of other CDBG projects/programs. Finally, applicants should indicate how the proposed projects/programs will become self-sustaining or will result in increased local community development capacity.

**Community Impact will be evaluated on the degree to which:**

- Proposed projects will address a significant community/regional need; will benefit a substantial number of low and moderate income persons. **(6 points)**
- Proposed project(s) will be integrated with local plans and/or state initiatives; and will result in the completion of ongoing CDBG projects/programs; and will result in a self-sustaining program(s) and/or local community development capacity. **(4 points)**

## **7. PROJECT PACKETS:**

### **Writing Guidelines, Page Limits**

Responses to the six packet questions (including threshold questions) are **limited to a total length of seven (7) pages**. This does not include the cover sheet, summary page, budget form, and pertinent information that can be included in the appendix. Responses must be typewritten on 8-1/2" X 11" paper using a 12-point (minimum) font with not less than 3/4" margins on all sides. **Reviewers will not read beyond the seven-page limit.**

The following information will provide the applicant with guidance on how to complete the project packet component of the CDBG Application. Project packets are used by applicants to provide detailed information regarding proposed projects.

**There are 12 Project Packets:** They include:

- Architectural Barrier Removal
- Assistance to For-Profit Entities
- Commercial Rehabilitation
- Demolition/Clearance
- Housing Rehabilitation
- Other Housing Activities
- Infrastructure
- Infrastructure Downtown
- Microenterprise Assistance
- Planning
- Public Facilities
- Public Social Services

**A complete project packet is comprised of the following:**

- Cover Sheet
- Project Description
- Budget Form (except Planning)
- Threshold Questions (not scored) including:
  - National Objective
  - Project Eligibility
  - Senior Center Documentation
  - Economic Development Eligibility
  - Public Social Service Eligibility
- Planning Consistency
- Three Scored Questions:
  - Project Need (20 points)
  - Project Feasibility (20 points)
  - Project Impact (15 points)

**For each project proposed, an applicant must use a separate packet.**

## **PROJECT PACKET GUIDANCE**

### **Project Packet Cover Sheet**

The Project Packet Cover Sheet requests information to summarize the proposed project. Applicants should fill in the appropriate boxes with the requested information. Also included on the Cover Sheet is a project description question (see below). Information provided by applicants on the Project Packet Cover Sheet must be consistent with all other associated information contained in the application.

### **Project Description**

Attach a summary of the proposed project explaining the entire scope and essential elements of the project. If the CDBG funded project is part of a larger project include a description of the non-CDBG funded components. This question, although not scored, assists reviewers in understanding the entire proposed project/program. This description should be consistent with all packet information and may be used by DHCD to assess and insure project feasibility.

### **Budget Form**

All project packets include separate budget forms except for Planning. Applicants should ensure that all dollar amounts included in the budget form are consistent with the cover sheet and all other associated information (including Summary Budget Sheet) in the application. Please note that more detailed budget information should be included with the application.

### **Threshold Questions**

The threshold questions must be answered for each proposed project. Each project must: (1) meet a National Objective; (2) be an eligible CDBG activity; and (3) be consistent with planning requirements. Architectural Barrier Removal, Assistance to For-Profits, Microenterprise Assistance, Public Social Service, and Senior Center packets have specific threshold questions that must be answered. Threshold questions are not scored. However, failure to answer or meet a threshold question will result in the rejection of the project packet.

### **Scored Questions**

There are three scored questions in each project packet worth 55 points. Questions ask for narrative responses as well as supporting materials such as documentation of funds, community support, maps, letters, forms, and photographs. Examples of documentation may include letters of commitment, certification of votes or actions, certified minutes or other verified actions. Failure to provide supporting documentation will result in a score reduction. In each packet, the applicant has the opportunity to justify the need for the project, the feasibility of the project, and the anticipated impact of the project.

Within the Need, Feasibility, and Impact questions are the criteria that will be used to score the responses. **(Note: A project that is judged not feasible will be eliminated from review and will not be scored.)**

The following pages provide guidance on threshold and scored questions, and detail the criteria that will be used to score each question. All requested threshold information must be provided in order for the packets to be reviewed. All evaluation criteria should be addressed in the project packets.

## **GUIDANCE ON THRESHOLD QUESTIONS**

Project Packets are first reviewed for compliance with the thresholds requirements, and then for competitiveness. This section provides guidance on responding to the Threshold Questions.

### **Question #1: National Objective Threshold Guidance**

National objectives are discussed in the CDBG Regulations for State Programs at 24 CFR Part 570.483. Each project must meet one of three national objectives:

- Benefit to low and moderate income persons; or
- prevention or elimination of slums or blight; or
- critical community need.

For assistance with National Objective compliance contact DHCD.

Minimum requirements for documenting each type of national objective compliance are discussed below.

#### Benefit to Low and Moderate Income Persons

Documenting one of the following can satisfy this threshold:

- A. **Area-wide Benefit** - A project will meet the national objective of benefit to low and moderate income persons if its benefits extend generally to all of the residents of the area in which the project is located, and 51% or more of those residents are low and moderate income persons. It is critical, however, that the service area determined by the grantee is the entire area served by the project. Area-wide benefit is often used to meet national objective requirements for certain types of infrastructure projects, such as street repairs in a largely low-income neighborhood. It can also be used to demonstrate compliance for economic development activities that assist for-profits if the assisted businesses provide goods and services to a predominantly lower income trade (target) area. In any case, the application must clearly document and explain how this requirement will be met.

1. Explain the methodology for establishing geographical boundaries of the service area and the percentage of low and moderate- income persons.
  2. Applicants must prove the 51% low and moderate-income residency standard by using either HUD-supplied low and moderate-income data, (see Appendix B) which are based on the 1990 US Census; or a survey and its results consistent with the survey methodology included in Appendix C.
    - If a survey is used to substantiate a low and moderate income (lmi) area, a copy of the survey and summary survey results must be attached to the project packet. **The summary must also include the survey data broken down by street (total # households on each street and the income distribution for lmi households and all other households for each street).** A valid survey is no older than three years. If between three and five years old, DHCD will consider the survey if the applicant demonstrates that the surveyed households are the same as when originally surveyed, and that no additional residences have been added to cause the survey to become statistically unreliable. Applicants should seek DHCD's advice in advance prior to using older surveys. **Note:** surveys must be worded to not bias the results. For example, it is not appropriate to say, "In order for the municipality to receive desired funding, a survey must be conducted to show that most of the residents of the area have low and moderate income."
  3. Applicants must also furnish a map of the target service area, showing:
    - If applicable, the Census Block Groups;
    - if applicable, surveyed streets and surrounding area;
    - the dominant land uses; and
    - if applicable, current and proposed sewer or water lines, direction of flow, storage tanks, pump stations, treatment plants and well fields.
  4. If the residential target area contains vacant land:
    - Show the vacant land on a map; and
    - describe the potential future use of the land for the next five to seven years. Consideration should include current zoning, subdivision plans, planning documents, etc.; and
    - describe how future use could have an impact upon the national objective.
- B. **"Direct" Benefit for Housing Projects** - CDBG-assisted housing projects (not to be confused with a "public housing project") will meet the national objective if they predominantly benefit low and moderate-income persons by providing them with safe, decent and sanitary housing. Housing projects include rehabilitation loans or grants, first-time homebuyer loans, etc. For such projects, grantees must collect and maintain information on household size and income to demonstrate that a low-or-moderate income household occupies assisted housing units. For buildings with two units, at least one eligible household must occupy one of the

assisted units. For three or more units, at least 51% of the assisted units must be kept occupied. Applicants must describe the specific steps to be taken to ensure compliance with this requirement, including the income information that will be obtained from clients, and the standards used to determine eligibility at the time of application.

C. **Limited Clientele Benefit.** A CDBG-assisted project will meet this national objective if it can be demonstrated that the project is designed so that the benefits are limited to certain groups with characteristics, such as:

1. Groups presumed by HUD to be low and moderate income.<sup>3</sup> These include the elderly; **severely disabled adults**,<sup>4</sup> abused children, battered spouses, homeless persons, illiterate persons, and migrant farm workers. No income verification is required for these groups unless an “income payment,” such as fuel assistance, childcare subsidies or tuition payments, is being provided. Projects limited in scope to the removal of architectural barriers for severely disabled adult(s) or elderly persons categorically meets national objective requirements.
2. Groups of persons already documented as low and moderate income. For example, a recreation program for the exclusive use of residents in a low-income housing development complies. Usually no further income documentation is required for this type of project.
3. Groups whose composition is such that it can be concluded that a majority of their clientele will be low and moderate-income persons. For example, projects involving soup kitchens or homeless shelters will usually qualify under this provision without further proof of income eligibility. For application purposes, the clientele must be profiled so it is clear that beneficiaries of CDBG assistance will be low and moderate-income persons.

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<sup>3</sup>HUD accepts these presumptions unless there is evidence to the contrary. As of the print date of this document, HUD had not yet published its calculations for the elderly low-and moderate-income households by municipality. Therefore DHCD is making those calculations. If those calculations show that a municipality has fewer than 51% of its elderly residents as low or moderate income, DHCD will not accept the elderly presumption of low and moderate income. A statistically reliable survey must be presented to demonstrate that the users and potential users are low or moderate income.

<sup>4</sup> Persons are classified as having a severe disability if they: (a) used a wheel-chair or had used another special aid for six months or longer; (b) are unable to perform one or more “functional activities” or need assistance with an “ADL or IADL”; (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer’s disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability.

NOTE: For purposes of this definition, the term “functional activities” includes seeing, hearing, having one’s speech understood, lifting and carrying, walking up a flight of stairs, and walking. An ADL is an “activity of daily living” which includes getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating, and toileting. An IADL is an “instrumental activity of daily living” and includes going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

4. Groups that can be documented to be predominantly low and moderate income (at least 51%). Such projects must be designed to collect information on household size and income so that the program will document clientele income eligibility. For example, a project that provides well-child medical care would meet the national objective if the program will collect income data to determine eligibility to receive CDBG-assisted services.

Limited clientele projects must document compliance by one of the following methods:

- For projects that do not provide “income payment” forms of assistance, beneficiaries may “self-declare” their eligibility, generally by completing and signing a form declaring household sizes and income ranges.
- For projects that offer income payments or subsidies, income must be documented.
- For microenterprise assistance projects<sup>5</sup>, the income of the microenterprise owner must be documented. All owners must be low and moderate income.
- For projects where the user profile will be low and moderate income, a description of the profile must be presented so that the conclusion, without a doubt, will be to benefit low and moderate- income persons.

#### **D. Compliance For Economic Development Projects**

##### **1. Job Creation/Retention Projects**

- List and describe the kinds of businesses that will be targeted for CDBG assistance and describe the jobs that will be created or retained. Describe how many jobs will be created, each type of job created/retained, and explain why it is likely that at least 51% of these jobs will be held by low and moderate-income people.
- Demonstrate that the cost of each job created/retained is “reasonable.” “Reasonable” is considered to be no greater than \$20,000 of CDBG funds for each job created/retained. Include all jobs created/retained in calculating cost per job, not just those created/retained for low and moderate-income persons.
- Provide a job creation/retention monitoring plan. Describe how the community will collect and maintain information on job creation/retention in the future, including number and type of jobs, the full-time equivalency of jobs created/retained, and if jobs are held by low and moderate income

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<sup>5</sup>A microenterprise is a business with five or fewer employees, one or more of whom owns the business.



persons. The jobs should be created/retained within one year of the date of CDBG assistance and must be retained for at least one year thereafter.

- For job retention, demonstrate that the business enterprise will go out of business unless the CDBG assistance is provided.
- There are limited circumstances in which job creation/retention projects can be presumed to benefit low and moderate-income persons. A created or retained job is considered to be “held by” a low and moderate income person if one of the following can be documented:
  - a. The person resides, or the business is located, in a census tract or block group that has at least one of the following characteristics, which must be documented:
    - (1) a poverty rate of at least 20%; or
    - (2) does not include any part of a Central Business District (CBD)<sup>6</sup>, but if it does include a CBD then it must have a poverty rate of at least 30%; or
    - (3) it evidences pervasive poverty because all of the block groups in the tract have poverty rates of at least 20%, or the activity itself will occur in a block group with a poverty rate of at least 20%.
  - b. The person resides in a census tract or block group with at least 70% low and moderate-income persons, based on HUD-provided statistics.

## 2. Other Projects Supporting Economic Development

- Infrastructure carried out in support of economic development; real estate development activities such as small business incubators; and use of funds to administer a loan fund not capitalized with CDBG funds, may demonstrate compliance by aggregating all jobs created and showing that more than 51% of these jobs are held by low and moderate-income persons. Such projects are not subject to business-by-business job creation monitoring requirements unless individual businesses are receiving direct CDBG assistance such as a loan.
- For infrastructure projects supporting economic development, applicants must estimate the total number of jobs that will be created within one year of completion of the project, and estimate how many businesses will benefit. Applicants must present an inventory of existing businesses that will benefit from the project based on best available information and reasonable projections.

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<sup>6</sup>Source for this information: Census of Retail Trade

### 3. Planning Projects

- An activity involving planning will meet a national objective if it is demonstrated that at least 51% of the persons who would benefit from implementation of the plan are low and moderate income.

#### Prevention of Slums and Blight

- A. **Area basis** - There are three criteria for meeting the definition of slums or blight on an area basis. **All three must be documented in the application.** They are:
1. The area must meet the state's definition of deteriorated, substandard, blighted or decadent areas. Refer to Mass. General Laws Chapters 121A and 121B. **Applicants must show that the conditions in the target area are consistent with these state definitions.** The Chief Elected Official or other authorized official must determine, in writing, that the area is in disrepair or there is a pattern of recognizable disinvestments.
  2. Throughout the area, there must be a substantial number of deteriorated or deteriorating buildings or public improvements or both. DHCD has determined that at least 25% of the buildings in a target area be deteriorated or deteriorating (receiving a rating of fair or poor on the inventory). Projects seeking to qualify under slums and blight based solely on deterioration of public improvements must document that the public improvements throughout the area are in a general state of deterioration. Deterioration of a single element of infrastructure, such as a road or a sidewalk, does not meet this criterion.

Applicants must provide all of the items below the following in a separate attachment:

- A **map** clearly delineating the target area that shows the location of all buildings and public improvements that are deteriorated.
- A **parcel inventory** of all buildings in the target area. This inventory must include a photograph of each building and the building condition rating. The rating system must include standard criteria for classifying building as poor, fair, good and excellent (For survey methodology, please request FY 2004 DHCD Commercial Rehab Technical Assistance Memo) or the criteria used for the rating system must be included with the inventory.
- An **infrastructure inventory** that describes and quantifies the deterioration for each type of public improvement identified, e.g., linear feet of sidewalks, roadways, number of light fixtures. An attachment with current photographs must be used to illustrate the deterioration.

- A **table** that provides a summary of the inventory for the entire target area. This must include the total number of buildings, the type of buildings and the percentage of buildings that are deteriorated in the area as a whole. The table may also include vacancy rates and the level of disinvestments, which has contributed to the deterioration.<sup>7</sup>
3. The project will directly address one or more of the conditions that contributed to the deterioration of the area.
- B. **Spot basis** - Rehabilitation to eliminate blight on a spot basis is limited to addressing conditions that are detrimental to public health and welfare. Applicants must provide a complete description of the site, showing why the building or property is deteriorated or deteriorating. This description must include indicators of serious health and safety concerns, structural decay, or historic significance. Projects such as acquisition, clearance, and rehabilitation may be undertaken on a spot basis. A project will not qualify on a spot basis if the project is located in an area that meets the definitions of a deteriorated, substandard or blighted area.
- C. **Planning Project** - A planning project will meet this national objective if implementation of the plan will meet the criteria of elimination of slums or blight in items A or B above.

#### Urgent or Critical Community Need

Prior approval from Mass. CDBG must be obtained to use this national objective.

#### **Question #2: Project Eligibility Threshold Guidance**

The proposed project must be eligible for funding under the rules of the CDBG program. Both Appendix A and pages 52-54 list various types of CDBG-eligible projects. Review this list and demonstrate that the proposed project is an eligible activity.

#### **Question #3: Consistency With Community Development Strategy Threshold Guidance**

**Community-Based Planning Requirement** - The Department supports municipal Efforts to engage in community-based planning, conduct needs assessments, and identify strategies for addressing those needs. DHCD seeks to fund projects identified through meaningful, public community-based planning and priority setting processes. Therefore projects must be consistent with community efforts to identify needs and engage in strategic planning for addressing those needs. *This helps to ensure that local needs have been identified and priorities determined in a comprehensive manner, and public resources are directed toward projects that address needs the community has identified as high priority.* All applicants and participants<sup>8</sup> must have engaged

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<sup>7</sup>See Appendix J. The sample Slum and Blight inventory form should be used or a substitute document which provides the same information in a like format.

<sup>8</sup>This includes regional or joint applicants.

in a community-based planning process and be able to demonstrate project consistency with a Community Development Strategy (**not to exceed three [3] pages**), that must be included in the application. (See Application Instructions and Checklist.)

The Strategy serves to summarize various planning documents used by a community, and to outline a plan of action intended to accomplish specific community development goals. Therefore, each Strategy can reference various planning documents approved by a locally elected or appointed body, or by Town Meeting, but *it is important that the Strategy reflect a comprehensive, integrated approach to the municipality's community development priorities*. Each activity included in an FY 2004 application must relate to and be reflected in the Strategy. The Strategy must explain how the community expects to address the priorities with CDBG and non-CDBG funds over a 3-5 year period.

The Community Development Strategy may incorporate findings of relevant plans and analyses that have been completed and used for decision-making purposes by municipal boards, agencies and departments. Such plans may include but are not limited to EO 418 Community Development Plans, Capital Improvement Plans, Master Plans, Downtown Plans, Open Space and Recreation Plans, Area Revitalization Strategies, Urban Renewal Plans, the regional Comprehensive Economic Development Strategies.

The Community Development Strategy must be discussed in a public forum, such as the public hearing required prior to submitting a Mass CDBG application.

## GUIDANCE ON SCORED QUESTIONS

**Use the guidance below while completing the application packet(s).**

Each project packet contains three scored questions, Project Need, Project Feasibility, and Project Impact. Below these headings are the criteria that should be addressed in answering the questions. Each answer will be evaluated upon the extent to which the answer meets the criteria. For example, under Project Need, the more severe the need and the greater extent to which the applicant is able to convey the severe need, the more points will be achieved. Follow the criteria when answering the questions. Within the criteria are some examples of information that will help in strengthening the written response. These examples are not intended to be all encompassing and applicants may provide other appropriate information and associated supportive documentation.

### **Question #4: Project Need**

Applicants must describe and document the need for the project. It is the intent of the application for projects with higher needs to achieve more points than projects with lesser needs. Applicants have the opportunity to provide factual information supporting the need for the project or program. Applicants must explain how the need for the project was determined, as well as the methods used for determining those needs. Strength of documentation and the degree to which this information supports the need for the project are factors that contribute to an applicant receiving a greater number of points than an applicant who is unable to substantiate its need.

Applicants must provide information and evidence that CDBG funds are needed to accomplish this project. This information must include the community's efforts to obtain other non-CDBG sources of funding. CDBG funds cannot be used to replace locally available funds. The search for other resources is important. These resources may be public or private; for example, local municipal appropriations, other grant programs, private foundations, etc. The applicant must document the efforts to secure other funding. Examples of documentation for this question include a letter from the funding source expressing the success or failure of the applicant's funding request and the Town Clerk's certification of a Town Meeting appropriation vote. The text of a Town Meeting, Town Council or City Council appropriation vote should include sufficient language to make clear that the community's appropriation will cover only a portion of the total cost of the project, and that the requested Mass CDBG funds will fill the financing gap in eligible project costs. **The appropriation vote language should therefore at minimum state the following dollar amounts: total project cost, anticipated Mass CDBG grant award, and the City or Town's appropriation amount.**

As part of every proposed project, applicants need to demonstrate and document the communities' and target population's involvement in the development of the program and the level of support for the proposed project/program.

For certain Projects/Programs the applicants should demonstrate the demand for those projects/programs through verifiable information such as waiting lists, surveys, etc.

### **Question #5: Project Feasibility**

The Project Feasibility question requires the applicant to describe and document elements of the feasibility of the project, including its planning and implementation. It is the intent of the application for projects demonstrated as the most feasible to achieve more points than projects deemed as less feasible. The project description may be used to confirm the overall project feasibility. The applicant must identify alternative approaches that were considered to address the problem, analyze both the proposed approach and the alternatives (including an analysis of costs) and explain why the proposed project is the best approach. The analysis may also contain other relevant impact considerations.

In addition, applicants must justify that the project costs are reasonable and that the entire project can be accomplished within the grant timeline (18 months). The project must be planned so that if a grant award is received, the community is ready to proceed and able to continue the project on a structured timeline. For each project/program proposed, the applicant should describe the elements that are necessary to complete the project and the status of these elements. If non-CDBG sources of funding are required for the project/program, the applicant must include documentation that these funds are available as of the application due date. Strength of documentation and the degree to which this information supports the feasibility for the project are factors that contribute to an applicant receiving a greater number of points than an applicant who is unable to substantiate the feasibility of its project.

A detailed outline of all costs associated with the project/program is required under feasibility. These costs should be reasonable, clearly justified, and consistent with the intended use of CDBG grant funds. If applicable, applicants should also include operating, maintenance, and viable contingency plans. A contingency plan should detail the reasonable steps that will be taken should additional funding be required (e.g., as a result of unexpectedly high bids). The contingency plan must insure the completion of the project with non-CDBG funds. Transfer of funding from other CDBG projects/programs (excluding program income) for a cost overrun is not an acceptable option.

### **Question #6 Project Impact**

The Project Impact question provides the applicants with the opportunity to elaborate on the anticipated outcomes of the project, the resources leveraged and the degree to which the project addresses the sustainable development principles established by the Office for Commonwealth Development. It is the intent of the application for projects with greater impact to achieve more points than projects with lesser impact.

Applicants will need to explain and document the extent to which they were able to secure other funding and community resources directly for this project/program.

Leveraging includes other funds or in-kind services that can be combined with the CDBG resources to complete the project/program. The applicant should detail and document, through written commitments, all resources that will be leveraged by the proposed project/program.

This question also requires the applicant to describe the impact of the proposed project and how it will meet the needs described in Question 4. The applicant must explain and clarify the direct and indirect benefits that will be realized from the project. Applicants should consider all the reasonable impacts that this proposed project/program may have. The more significant the benefits resulting from a project/program are, the stronger the response. The applicant must define what program measures will be used to measure the project's benefits if the project is funded. If the proposed project/program has already been funded through the block grant program, then a quantitative and qualitative analysis of the impacts of the existing program should be detailed.

All applicants must briefly describe how and to what extent the proposed project is consistent with the sustainable development principles listed in Exhibit 5 of the FY 2004 Draft One Year Action Plan.

For each principle a proposed project will be evaluated as being either consistent with and supporting that principle, conflicting with that principle, or being neutral (little or no relationship to that principle, and therefore no opportunity to be evaluated against it).

Depending on nature of the proposed project, certain principles will be more applicable than others. For example, the most salient principles a public facilities project should be evaluated on include Redevelop First, Concentrate Development, and Conserve Natural Resources. This doesn't mean others won't apply.

Certain project types will naturally have a greater likelihood of being consistent with a higher number of sustainable development principles than will others. Those projects that demonstrate greater consistency, and corresponding lack of conflict, will receive more points on this question. Please note that it is highly unlikely that any project will be consistent with all ten principles.

## PROJECT PACKET THRESHOLD QUESTIONS AND EVALUATION CRITERIA

### THRESHOLD QUESTIONS: 0 POINTS

**Question 1: Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a National Objective and how it will be documented.

Each project must meet at least one national objective. National objectives and related documentation are discussed in detail in the previous section, “Guidance on Threshold Questions”. National Objective responses will not be scored. The answer will be evaluated as described below.

- a) Identification of the national objective that will be met. Explain how it will be met in as much detail as possible. For example, a project could meet a national objective by benefiting low and moderate-income persons *on an areawide basis*.
- b) Description of appropriate type(s) of documentation available to show that the project meets a national objective.

**Question 2: Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended (see Appendix A and Chart I) that applies.** Eligibility will be evaluated on an explanation on how the project is eligible in accordance with Title I, Section 105(a).

**Question 3: Describe how the project is consistent with the Community Development Strategy.** Projects must be consistent with the applicant’s Community Development Strategy. (*Guidance regarding the Community Development Strategy requirement is found on page 76.*) To meet this threshold a proposed project must relate to a community development need or needs identified by the community in the Strategy, and must have been identified in the Strategy as a means to address the need.



## **PROJECT PACKET COVER SHEETS AND BUDGET FORMS**

Arrange your completed Project Packet to begin with the appropriate Cover Sheet followed by the Project Summary Narrative and appropriate Budget Form. Each project packet can contain no more than seven (7) pages of narrative for all thresholds and scored questions.

### Cover Sheets and Budget Forms Provided

The Cover Sheets and Budget Forms that follow are:

1. Architectural Barrier Removal
2. Assistance to For-Profit Entities
3. Commercial Rehabilitation
4. Demolition/Clearance
5. Housing Rehabilitation
6. Other Housing
7. Infrastructure
8. Infrastructure for Downtown
9. Microenterprise Assistance
10. Planning
11. Public Facilities
12. Public Social Services

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